CITY OF SAINT CHARLES · Discover.

EMPLOYMENT OPPORTUNITY

Job Title	Fleet Maintenance Supervisor
Department	Public Works
Posting Date	April 21, 2011
Closing Date for Resumes/Applications	May 6, 2011
Grade Level & Starting Range	Grade F, ($58,425.00 – 80,539.51/annually)
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Public Works Department is recruiting for a full-time Fleet Maintenance Supervisor, The purpose of this position is to supervise, schedule and perform City vehicle and equipment maintenance, repair and servicing.

Essential Duties and Responsibilities
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties are required and will be assigned.

- Plans shop activities. Prepares daily work schedule from work orders. Reviews workload, schedules, assignments, personnel availability and on-going project status. Evaluates personnel performance and reports deficiencies to the Street Superintendent in a timely manner.
- Supervises mechanics and participates in vehicle and equipment inspections, diagnosis of mechanical defects, repair and maintenance tasks such as tuning and adjusting fuel systems, and ignition systems; electrical system repair and component replacement; hydraulic system repair and parts replacement; starter/generator rebuilds; tire, and brake and suspension system work.
- Assigns mechanics' work and inspects mechanical repairs during and upon completion. Instructs mechanics doing difficult repairs. Approves finished work.
- Supervises and assists with inventory maintenance and control, maintain shop records, prepare reports supervise parts use and inventory, along with supervising the operation of the City's Transit bus system and part-time drivers.
- Reorders parts and supplies. Approves parts orders.
- Enforces safety regulations according to the safety manual.
- Maintains work activity records and prepares related reports.
- Coordinate shop activities with other Department activities, units and sections and may recommend removal of other Departments' vehicles from service to appropriate Department Director.
- Field tests repaired vehicles and equipment.
- Authorizes removal of Street and Water Pollution Control Department vehicles/equipment from service due to mechanical and/or safety concerns.
- Ensures tools and equipment are in good working condition.
- Responds to equipment/vehicle breakdowns in the field.
- Schedules subordinate personnel for on-call duty.
- Participates in on-call rotation for emergencies. Directs crews for emergency repairs, snow emergencies and flood control.
- Assists and directs street maintenance supervisors regarding vehicle/equipment maintenance and repairs.
- Inspects and signs for parts and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, vocational/technical training in gasoline and diesel vehicle and equipment repair, management experience preferred. Three to five years progressively responsible vehicle/heavy equipment repair experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. APWA Public Fleet Professional Certification preferred or ability to obtain within 6 months of employment. A valid Missouri class A commercial driver's license with passenger, air brake and tanker endorsements.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm.

Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitymo.gov

To assure consideration, applications should be received by 5:00 pm on the closing date.

The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify